



# Buxton Primary School

Aylsham Road, Buxton, Norwich, NR10 5EZ

Telephone: 01603 279357 Fax: 01603 279296

Email: [head@buxton.norfolk.sch.uk](mailto:head@buxton.norfolk.sch.uk)

Headteacher: Mrs Juliet Stops

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## Buxton Primary School Privacy notice for parents/carers 2023/2024 – the use of your child's personal data

Buxton Primary School is the data controller of the personal information you provide to us under the principle of the General Data Protection Regulations (GDPR) (data protection law). This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Buxton Primary School upholds are imposed on the processor.

Our data protection officer is Ane Van Den Berg part of the Aylsham Cluster Trust, she can be contacted on 01263 733270. Our data protection lead in school is Kelly Hall (Business Manager).

### The Personal Data We Collect, Hold and Share Include:

The categories of personal pupil data that we may collect, hold and share (when appropriate) includes but not restricted to:

- Personal information – such as name, date of birth, unique pupil number and address
- Characteristics – such as ethnicity, language, nationality, country of birth, free school meal eligibility or special educational needs
- Attendance information – such as sessions attended, number of absences and absence reasons
- Assessment information – national curriculum assessment results, teacher assessments
- Relevant medical information
- Behavioural information
- Photographs and video (for ID purposes, records management, attendance procedures, learning journeys, to enhance and enrich the curriculum, for trips, for social media, publicity and other media purposes)

We may also receive information from other organisations, including other schools, local authorities, the NHS and the Department of Education.

### Why we collect and use this data

- To support pupil learning
- To monitor and report on pupil progress





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- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

## Our lawful basis for using this data

We collect and use pupil information in order to meet the legal requirements and legitimate interests set out in the GDPR and UK law, including:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

**Legal Obligation:** the processing is necessary for us to comply with the law

**Public Task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law

Where we are processing special category data, set out in Article 9 of the GDPR:

- Processing is necessary for reasons of substantial public interest** on the basis of Union or Member State Law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

## Consent

Whilst the majority of pupil information you provide to the school is mandatory, some is provided on a voluntary basis. When collecting this data we will inform you whether you are required to provide this data or if consent is required.

If we require consent this will be conducted separately to this privacy notice and will require your signature. Where we have obtained consent to use pupil data, this consent can be withdrawn at any time.

## Storing pupil data

Personal data relating to pupils at Buxton Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Any pupil information which is not passed on to the pupil's next school will be destroyed after their 25<sup>th</sup> birthday.



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## Data Sharing

We will not share pupil personal data with any third parties without your consent, unless the law allows us to do so.

Where it is necessary or legally required, we may share information with the following:

- Our Local Authority
- The Department for Education (DfE)
- Ofsted
- The NHS and Health Authorities
- Other schools within the Cluster Trust
- External support services including counsellors, educational psychologists, professional advisors/consultants, family support, CAMHS, charities and voluntary organisations, after-school providers
- The Police
- Suppliers and Service Providers e.g. school caterers, Capita SIMS, ParentPay, Educators and examining bodies

## The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE. Buxton Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by conducting research or analysis, producing statistics or providing information, advice or guidance. The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained and there are stringent controls in place regarding the access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of: who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested, and the arrangements in place to store and handle the data.

For more information about their data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>



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## Requesting access to your personal data

Parents and pupils have specific rights to the processing of their personal data, these are the right to:

- Request access to the personal information Buxton Primary School holds about you
- Object to the processing of your information that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed ☐ Seek compensation, either through the ICO or the courts

If you have a concern about the way we are collecting or using your personal information, we request that you please raise your concern with Buxton Primary School in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113

## Contact Us

If you have any questions, concerns or would like any further information about anything in this privacy notice, please contact our data protection officer Ane Van Den Berg via the Aylsham Cluster Trust on 01263 733270, or Buxton Primary School's data protection lead Kelly Hall on 01603 279357.



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